

Nashville Earth Day Business/Corporate Booth Contract

April 17, 2004 Noon to 7 PM at Centennial Park

(Deadline for Applications is March 30, 2004)

Business Name: _____

Contact Person: _____

Title: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____

Fax: _____

Insurance Carrier: _____

Space Needed: 10 x 10 _____

10 x 20 _____

Other (please describe) _____

Description of Booth: _____

Special Needs*: _____

*Additional costs may be associated with special needs.

By signing this form, I (the undersigned) acknowledge that the Nashville Earth Day Festival, its organizing committee, the participating organizations and performers/presenters, and Metro Parks of Nashville/Davidson county, Tennessee will not be held responsible for, nor liable for, accidents, injury or illness as caused by our company (mentioned above), its employees, its facilities and materials, and its product. I also understand that no merchandise can be sold from my booth during the Nashville Earth Day Festival.

RAIN or SHINE: The Nashville Earth Day Festival will take place **Saturday, April 17th, 2004**, rain or shine. Companies or organizations who sign on for this event will be committing to have a staffed booth/exhibit from Noon to 6 PM. Setup for businesses and organizations will begin at 8AM on April 17 and should be completed by 11:30 AM. Break down of booths begins at 6 PM and must be completed by 8 PM. Organizations and companies having a booth at the Nashville Earth Day are responsible for bringing all supplies including tables and chairs.

Guidelines to make Earth Day more Earth Friendly:

1. Mount all of your materials on a display board so that they can be easily read by event attendees.
2. Only hand out a one-page flyer that summarizes your organization on one side and lists of all your brochures, information sheets, web site information and other resources on the other side. Ask people to write or call to request specific literature. Most literature picked up at an event is thrown away during the event or soon after returning home. Let's keep our Earth Day litter free!
3. Use a sign-up sheet requesting email addresses and send information electronically instead of through the mail whenever possible.
4. Post informational materials on your web site in a downloadable format instead of producing and mailing brochures.

FEES: Business/corporate booth fee for Earth Day 2004 is **\$250**. The fee must be paid when application is submitted and is non-refundable.

Signature: _____ **Date:** _____

Send completed application with check payable to:

Nashville Earth Day -- C/o Sharon Smith
Metro Division of Waste Management
939 Dr. Richard Adams Drive
Nashville, TN 37207

For questions/comments call 615-862-4069 or email sharon.smith@nashville.gov